

TOWN OF GEORGETOWN JOB DESCRIPTION

Position Title: Production Technician **Department:** CATV

Statement of Duties: To assist in the development of GCTV including generating programming and encouraging town residents to use our resources.

Essential Functions

1. Pre-production, production and post production tasks to include: the set-up and operation of cameras, audio equipment and editing.
2. Coverage of meetings, in-studio shows & occasional special events.
3. Assist/train volunteer producers
4. Operate a variety of production equipment used in production including, not limited to television cameras, editing equipment, video tape recorders, processing equipment, lighting, audio recorders, sound mixers, computers and projectors.
5. Other duties as assigned

Supervision Reports to Cable Access Television Coordinator

Recommended Minimum Qualifications

Education and Experience College degree experience in videography. Equivalent experience in lieu of college degree may be acceptable.

Knowledge, Skills and Abilities

1. Competent in computer operation with emphasis on video editing, file formats & website/streaming.
2. Mechanical knowledge of camera/tripod set up, microphone testing, cable connections, etc.
3. Able to perform assigned tasks.
4. Ability to get along with coworkers and the public.
5. Ability to work independently with minimal supervision.
6. Experience recording & editing video.
7. Ability to learn and retain knowledge of equipment & highly technical software programs.

Certifications and Licenses Must hold valid driver's license or access to reliable transportation to events needing video coverage.

Tools and Equipment Used Video Cameras, Adobe Premiere Editing Software, Tricaster Effects Generator, Tightrope Server

Physical Demands Must be able to lift 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment Meeting coverage and editing requires extensive use of computer keyboard and mouse. On-location equipment setup at schools, library and other public and private sites in Georgetown and other surrounding towns. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Schedule Standard hours 15 hours/week Monday through Thursday evening meetings; special events as assigned.

Compensation \$15.00 - \$17.00/hour.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.